



2006 Partnership Conference

March 28-30, 2006

DFW HYATT REGENCY

International Parkway

DFW Airport Phone

(972) 453 1234



Today's Topics



- ★ Conference Philosophy
- ★ Conference Planner/Contractor
- ★ Agenda
- ★ Duties & descriptions
- ★ Questions / Answers



CONFERENCE PHILOSOPHY



- Major event for our sponsors
- Maximum Division attendance
- No scheduled leave
- We all WORK at the conference
- Don't smooze during sessions





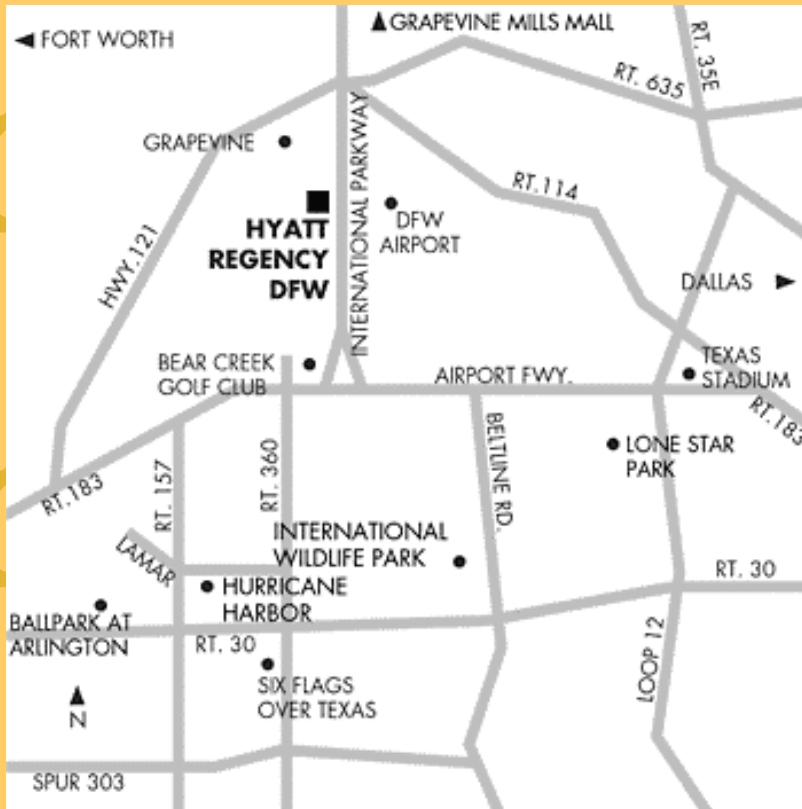
ASBA CONFERENCE PLANNER/ CONTRACTOR



- Why did we need a contractor?
 - We can't handle the money
 - Size of the conference
- Handling Registration, Handouts, Name tags, AV, mailing list updates, basic logistics
- How does ASBA get paid?
- Contractor Complaints
- <http://www.netdevonline.com/asba/events.asp>



Hotel Directions



From the Dallas / Fort Worth Metroplex:

Follow signs to DFW Airport, enter through the Toll Plaza to International Parkway, exit Terminal C, Hyatt Regency Hotel. The hotel entrance is on the right, directly across from Terminal C, Gates 26-39.



AGENDA





- ★ How is agenda developed?
- ★ Why does it change so much?
- ★ What's the latest agenda?
- ★ I have an agenda idea! What now?



Agenda

Tuesday, March 28

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- 
- ★ 11:30 Golf Scramble -Bridlewood CC
 - Division golf policy
 - ★ Afternoon -Exhibitors Set Up
 - ★ 5:00 –8:00 Welcome Reception



Agenda 3/29 Morning

7:30- 8:30 Continental Breakfast (Film Makers)



8:15 – 8:30

Welcome and Introduction Kelvin & Teri

8:30 - 9:15

National Update Kate Lang



9:15 – 9:45

BREAK (Film Makers Hall)

9:45 - 10:15

Airports Division Performance Plan Review Kelvin

10:15 – 10:45

Making System Focused Decisions Cameron

10:45 – 11:15

National Disaster and Crisis Response Procedures Joe & Bob White

11:15-11:30

Freshen Up Break

11:30-1:00

Luncheon with Sam Gemar





ASSIGNMENTS 3/29 Morning



Ushers: Paul Blackford, Susan Johnson, Glenn Boles



Microphone holders: Tim Tandy, Rick Compton

Slide projector: Mike Retz



Photographers --Daniel Bedinger and Cindy Vaughn

IOU notes—Joy Porter



ASSIGNMENTS 3/29 Morning



Ushers: Ron Hess, Lance Key, Marcelino Sanchez



Microphone holders: Sarah Conner and Cedric Taylor



Slide projector: Mike Retz

Photographers --Daniel Bedinger and Cindy Vaughn

IOU notes—Dina Mekahil*



Agenda 3/30 Morning

7:30- 8:30 Continental Breakfast (Film Makers)

8:15 – 9:05 Planning from All Perspectives Panel, Kelvin Moderator

9:05 – 9:55 Industry Perspectives, Cameron Moderator

9:55 – 10:25 BREAK (Film Makers Hall)

**10:25-10:50 FAA Airports Organization International
Activities in Latin America: ICAO Airports Certification
Program, Guillermo Felix and Guillermo Villalobos**

10:50-11:15 The New ATO, Nancy Kort

11:15-11:30 Freshen Up Break

11:30-1:00 Awards Luncheon



Breakouts Sessions 3-29

Airport Safety - Wildcatters Room



1:00-1:45 Facilitator, Washington; IOUs, Dougherty;
Usher, Taylor; AV Netherton



1:50-2:35 Facilitator Kirkendoll; AV /IOUs, Taylor; Usher,
Netheron



3:00-3:45 Facilitator, Kirkendoll; IOUs, Dougherty; Usher, Mitchell;
AV, Netherton

3:50-4:35 Facilitator, Kirkendoll; IOUs, Mitchell; Usher, Dougherty;
AV, Taylor



Breakouts Sessions 3-29

Planning/Finance- Hobby Room



1:00-1:45 Facilitator, Bryan; IOUs, Roberts; Usher, Wade;
AV, Mekhail



1:50-2:35 Facilitator, Bryan; IOUs, Roberts; Usher Wade
AV, Conner



3:00-3:45 Facilitator, Bryan; IOUs, Roberts; Usher
Mekhail; AV Key

3:50-4:35 Facilitator, McMath; Usher, Blackford; AV/IOUs Porter



Breakouts Sessions 3-29

Engineering -Cattle Barons Room



1:00-1:45 Facilitator, Hess; IOUs, Burns; Usher, Gurule;
AV, Hellen



1:50-2:35 Facilitator, Hess; IOUs, Burns; Usher, Gurule;
AV, Hellen



3:00-3:45 Facilitator, Hess; IOUs, Burns; Usher, Gurule;
AV, Hellen

3:50-4:35 Facilitator, Nicely; IOUs, Sanchez; Usher,
Villalobos; AV Compton



Breakouts Sessions 3-29

GA--Developers Room



1:00-1:45 Facilitator, Agnew; IOUs, Tandy; Usher, Boles;
AV, Clark



1:50-2:35 Facilitator, Agnew; IOUs, Tandy; Usher, Davis;
AV, Guttery



3:00-3:45 Facilitator, Agnew; AV/IOUs, Davis; Usher, Harris;

3:50-4:35 Facilitator, Velayos; AV/IOUs, Davis; Usher, Harris;



Breakouts Sessions 3-29

NAVAIDS --Johnson Room



1:00-1:45 Facilitator, Spriggs; IOUs, Chambers; Usher, Compton; AV, Porter



1:50-2:35 Facilitator, Spriggs; IOUs, Key; Usher, Compton; AV, Porter



3:00-3:45 Facilitator, Spriggs; IOUs, Sanchez; Usher, Tandy; AV, Blackford

3:50-4:35 Facilitator, Spriggs; IOUs, Bell; Usher, Saupp; AV, Pierre



Breakouts Sessions 3-29

Other- Carter Room



1:00-1:45 Facilitator, Nicely; IOUs, Conner; Usher, Bell; AV,
Pierre



1:50-2:35 Facilitator, Nicely; IOUs/AV, Villalobos; Usher, Bell



3:00-3:45 Facilitator, Washington; IOUs, Johnson; Usher, Pierre; AV,
Bell

3:50-4:35 Facilitator, Agnew; IOUs, Guttery; Usher, Burns; AV,
Chambers



Agenda 3/30 Morning

7:30- 8:30 Continental Breakfast (Film Makers)



Ushers: Paul Blackford, Susan Johnson, Glenn Boles, Dave Hellen



Microphone holders: Tim Tandy, Betty Davis

Slide projector: Mike Retz

Photographers --Daniel Bedinger and Cindy Vaughn



IOU notes—Joy Porter



Breakouts Sessions 3-30

Airport Safety - Wildcatters Room



1:00-1:45 Facilitator, Washington; IOUs, Johnson; Usher, Taylor; AV, Wade



1:50-2:35 Facilitator, Kirkendoll; IOUs, Netherton; Usher, Taylor; AV, Dougherty



3:00-3:45 **Texas ADO Listening Session-** Facilitator Nicely, IOUs Villalobos; Usher, Blackford



Breakouts Sessions 3-29

Planning/Finance- Hobby Room



1:00-1:45 Facilitator, Guttery ; IOUs, Roberts; Usher, Key;
AV, Villalobos



1:50-2:35 Facilitator, Bryan ; IOUs, Roberts; Usher, Wade;
AV, Mekhail



3:00-3:45 **LA/NM ADO Listening Session-** Facilitator
Spriggs, IOUs, Davis; Usher, Saupp



Breakouts Sessions 3-29

Engineering -Cattle Barons Room



1:00-1:45 Facilitator, Hess; IOUs, Pierre; Usher, Bell;
AV, Hellen



1:50-2:35 Facilitator, Hess; IOUs, Bell; Usher, Pierre;
AV, Vaught



3:00-3:45 **AR/OK ADO Listening Session-** Facilitator
Agnew, IOUs, Burns; Usher, Hellen



Breakouts Sessions 3-29

GA--Developers Room



1:00-1:45 Facilitator, Harris; IOUs, Velalobos; Usher, Compton; AV, Pierre



1:50-2:35 Facilitator, Compton & Chambers; IOUs, Saupp; Usher, Boles; AV, Clark





Breakouts Sessions 3-29

NAVAIDS --Johnson Room



1:00-1:45 Facilitator, Nicely; IOUs, Davis; Usher, Gurule;
AV, Dougherty



1:50-2:35 Facilitator, Washington; IOUs, Burns; Usher,
Velayos; AV, Harris





Breakouts Sessions 3-29

Other- Carter Room



1:00-1:45 Facilitator, Kirkendoll; IOUs, McMath; Usher, Tandy; AV, Porter



1:50-2:35 Facilitator, Agnew; IOUs, McMath; Usher, Tandy; AV, Porter





General Duties Q/A's

YOU ARE RESPONSIBLE FOR COVERAGE.

- Duties stay with the session even if topic and speaker change.

YOU ARE RESPONSIBLE FOR COVERAGE.

- But, I don't want to do my assignment!

YOU ARE RESPONSIBLE.

- We don't need both an IOU and AV person.

YOU ARE RESPONSIBLE.



Speaker Responsibilities



- ★ Bios/ brief summary NOW

- ★ Handouts to Faye NLT 3-23

- ★ PP Presentations to Faye NLT 3-27

- ★ Be Professional – be on-time, keep the program on time, be prepared, have readable slides



- ★ Our people get the best evaluations!





Facilitator Responsibilities

- ★ Start/end the session ON TIME!
- ★ Get speaker bio in advance
- ★ Introduce speaker
- ★ Keep it on time and on track
- ★ Direct questions
- ★ Thank the speakers
- ★ Know if your session repeats and when



Usher Responsibilities

- ★ Announce the session
- ★ Keep the doors from slamming
- ★ Direct people to empty seats
- ★ Make sure speaker can be heard
- ★ Collect evaluations at end
- ★ Get assistance if something goes wrong
(bulb, too few seats, etc.)



Scribe

- ★ Keep track of any IOU's
- ★ Note-taking is not necessary
- ★ Do a head count for each session
- ★ Email the numbers and send the IOUs to the speaker and Faye within 5 days



Audio Visual Person



★ Run the slide projector for the speaker



Microphone

- ★ 3 in the general session
- ★ Position yourselves for coverage
- ★ Be ready
- ★ Scurry to the questioner



Photographer

- ★ Pictures go to newsletter, media, and sponsors
- ★ Practice with the cameras before hand
- ★ Focus on the stakeholders
- ★ Capture each speaker
- ★ Save pictures on the Z drive after the conference



Other Issues

- ★ Put your cell phones on silent
- ★ Awards Luncheon
- ★ Lots of unknowns with the contractor
- ★ Be ready to help out when needed

